

Job Description

Position Details

Position:	Environmental Health Technician
Directorate:	Neighbourhood and Environmental Services
Service:	Public Protection
Position no:	BGNEW
Grade:	7
Hours of work:	37
Work style:	Agile Worker
DBS required:	No
Contact:	David Thompson
Date:	15/05/2025

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Service Manager/Team Manager

Responsible for: Under the supervision of management, to ensure the discharge of the Councils statutory obligations, contractual liabilities, policies, objectives and service standards in relation to pollution control and public health functions, so as to provide and efficient and effective service.

Principal Accountabilities

1. To investigate and carry up follow up processes in line with Service policies, procedures and statutory provisions regarding complaints in respect of drainage, pest control, accumulations of waste within the curtilage of private domestic properties, properties open to access, smoke nuisance, and any other matter deemed relevant to the work of the team.
2. To compose letters, notices and schedules of work as necessary and in accordance with the Enforcement Policy and to investigate offences and prepare statements and case files for prosecutions or other enforcement actions in accordance with the legislative requirements and to attend a court of law to give evidence when necessary.
3. To undertake Notice checking and case monitoring in line with the Service procedures, best practice and statutory provisions.
4. To assist in the contingencies of the service by providing cover during staff absence for other officers at Grade 7.
5. Under the supervision of management, to undertake programmed and responsive inspections of premises in accordance with relevant legislation, regulations and/or codes of practice, and in compliance with Council policies and procedures where appropriate, so as to ensure their compliance with relevant statutes.

6. To carry out all appropriate administrative functions and maintain proper records in accordance with service area policies, to include the use of information technology within the service area.
7. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
8. In support of senior officers of the Section, to attend meetings of working groups, project groups, outside bodies or any similar group, as and when required.
9. To organise own workload and work without close supervision. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed with management
10. To maintain adequate and proper records of work carried out using the Council's manual and IT based systems, and to prepare reports as required.
11. Carry out duties and responsibilities in accordance with the Council's Health & Safety Policy and relevant Health & Safety legislation.
12. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
13. To ensure that all duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
14. To carry out duties outside normal working hours, on occasion, for the purposes of pollution, pest control and other investigations.
15. To undertake any other relevant duties which may from time to time be required by Management (including assisting other elements of Public Protection Services with responses to infectious disease incidents/outbreaks).

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
5 G.C.S.E passes A-C to include English and Mathematics	E	A
Certificate in Pest Control or other relevant qualification	E	A
Experience		
Experience of working in an enforcement capacity within an Environmental Health Service or similar enforcement service.	E	A / I
Knowledge / Skills		
Detailed knowledge of Environmental Health legislation and an understanding of legal processes associated with enforcement functions and service of statutory notices	D	A / I / PP
Good written and oral communication skills even in pressured environments	E	A / I / PP
Good IT skills (including use of MS Office and an IT based case management system)	E	A / PP
Personal Attributes		
Ability to organise own workload to meet deadlines set by supervisors and managers	E	A / PP
Ability to follow instructions and deliver defined objectives	E	A / PP
Ability to prepare clear and concise schedules associated with statutory notices	D	A / PP
Special Working Conditions / Requirements		
A full driving licence and access to a vehicle for work purposes	E	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	I / PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	I / PP
Sees tasks through to completion whenever possible	I / PP
Seeks help if workload becomes unmanageable	I / PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	I / PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I / PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	I / PP
Understands the links between own professionalism and the possible impact on the Authority's image	I / PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	A / I / PP
Makes sure that people are regularly informed	I / PP
Uses appropriate language, gestures and tone when talking with others	I / PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	A / PP

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